

AGENCY: U.S. Environmental Protection Agency**ACTION: Notice of Solicitation - Questions and Answers dated July 7, 2003**

**Environmental Protection Agency
Office of Air Quality Planning and Standards
"Plan, Organize, and Conduct National Air Quality and Smart Growth Workshop"
(Solicitation# OAR-ITPID-03-06)**

Following are formal Agency responses to questions/comments regarding the subject solicitation received prior to the established cutoff date of July 7, 2003:

1. The solicitation states the following in the Background section:

"Because air programs and policies are framed and implemented largely to address activities which have a direct and primary effect on a single objective - air quality, it is possible, however, that they may impede or deter innovative local, regional or state efforts to manage development in a coordinated or integrated manner that optimizes multiple objectives, including affordable housing, walk-ability, water quality, mixed uses as well as transportation choice and air quality. Thus, it could be useful to identify ways in which EPA and its partners could do more to try to ensure that air regulations and policies and land use policies and programs work together as effectively as possible to encourage the achievement of common goals and multiple objectives.

The workshop that will be developed from this effort will focus attention on what ideas a diverse group of professionals have for making air regulations, policies and programs work in the best way possible to promote clean air and smart growth, and to make it easier for local growth management initiatives to coordinate for multiple objectives."

In addition to the above, are there any other goals or outcomes that the EPA Office of Air Quality Planning and Standards would like to achieve as a result of this workshop?

It would be especially helpful to receive recommendations on regulatory, process or other changes that the air program office would be able to implement. The recommendations would need to ensure that both air quality goals and smart growth goals are met, and should include consideration of both stationary source issues and mobile source/transportation issues.

2. The solicitation notes that "up to 150" workshop participants should be the maximum invited to participate in the workshop. Are there a minimum number of participants that should be included, or can a smaller number of participants be proposed?

EPA has not established a minimum number of participants. A smaller number may be proposed, however, the participants in smaller groups must be sufficiently representative of diverse backgrounds.

3. Given that this workshop is "by invitation only," is it assumed that all costs associated with participant travel are to be covered through this grant? If yes, will the costs of workshop meals be covered through the grant as well?

Although the language of the solicitation permits it, the workshop is not necessarily "by invitation only." The "invitation only" approach, is intended to limit the attendance to a small enough size that permits meaningful discussions within small groups. Other approaches to limiting the attendance would also be welcome. The workshop should provide a problem-solving environment where participants with professional and/or personal interests in this area may collaborate in developing recommendations.

EPA will consider reimbursing all allowable, allocable, and reasonable costs consistent with the cost principles detailed in OMB Circular A-122. The "invitation only" approach does not permit deviation from the cost principles.

4. Does the EPA Office of Air Quality Planning and Standards anticipate that the entire workshop will revolve around the "up to four" case studies?

The entire workshop need not revolve around the case studies, however our expectation is that case studies would be an effective method for engaging participants in thoughtful discussion.

5. Should the proposal and corresponding budget cover the full project timeframe (i.e., both fiscal year 2003 and fiscal year 2004--beginning 9/30/03 and ending 3/31/04)?

The budget should cover the full project time frame. Please be aware, Amendment 001 to the solicitation was issued to correct the total anticipated budget for the project over the two fiscal years from \$200,00 to \$100,000.

6. Should there be a separate budget for each fiscal year?

No.

7. What does EPA's Office of Air Quality Planning and Standards intend to do with the findings generated from the workshop?

The findings and recommendations generated from the workshop will be communicated to EPA upper management. Where appropriate and possible, action will be taken, given our other responsibilities and resources. Recommendations from the workshop that are outside of our area of responsibility, will be forwarded to the appropriate office or entity.

8. Is it expected that the workshop proceedings would be developed into a hardcopy publication that would be distributed to workshop participants; or would it be acceptable to make the document available electronically via the web and e-mail?

The recipient should make the workshop proceedings available to participants electronically via the Internet and/or direct e-mail delivery.

9. Beyond the workshop participants, the project committees, and the EPA, is it expected that the grantee will be distributing the workshop proceedings to any other audiences through this grant?

At a minimum, the recipient should make the workshop proceedings available to participants electronically via the Internet.

10. Is it acceptable for two organizations to partner together on this project, with one organization taking the lead and applying for the grant and the other being a sub-recipient?

Yes.

11. Is there a limit on the number of attachments that can be included with the proposal?

There is no limit on the number of attachments that can be included with the proposal, however, we recommend that they be kept to a minimum.

12. Does EPA have a cap on the allowable overhead rate?

No. However, a copy of your organization's approved indirect cost rate should be included in the final application.

13. Would it be advisable for a nonprofit organization who has experience in planning and conducting workshops to partner with another organization who has experience in air quality issues?

EPA does not offer advice on partnering, however, the successful applicant must be able to demonstrate experience and knowledge in smart growth issues, air quality issues and conference organizing.

14. Are "not-for-profit" organizations permitted to partner with a "for-profit" organization in this effort?

Yes, provided you follow procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. The grant recipient must be a "not-for-profit organization. The "for-profit" organization, in this arrangement, is considered a subcontractor to the grant recipient.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.